



Required Documentation

Proof of Income for all household members who have income

If you seek services at Christian Neighbors, you are required to provide proof of income each year, even if your income has not changed from the prior year. We need to see it more frequently if something does change (new job, reduced hours, etc).

Do not delay in seeking the proof of income that has been requested by Christian Neighbors. Depending on your type of income, it may take time for the documentation to reach you if it has to be processed and sent through the mail. If you have received the FINAL reminder, which will occur on your second visit to Christian Neighbors, we will not be able to assist you with food or other needs until the documentation is provided.

What constitutes Proof of Income?

- **Earned Income** – Provide pay stubs for the last 4 weeks. If you receive paystubs electronically and you lack the ability able to print them we can attempt to do it in the office for you if you know the website address and your user id and password. Otherwise request printed paystubs from your employer.
- **Social Security Benefits (Retirement, SSI, SSDI)** - Provide the benefit letter for the current year. If you've misplaced yours, call the Social Security Administration office at 1-866-331-9088 to request it. You should receive your statement within 10 days.

Cash Assistance (FIP) – Provide your current benefit letter. If you do not have your current statement of benefit, login into the www.mibridges.michigan.gov web site. Click on "View My Case" then "Check My Benefits."

- **Child Support** – provide the statement showing the court ordered amount.
 - If you have misplaced the court order and it is through Michigan Friend of the Court, request a copy from that agency. It may also be available online at the www.mibridges.michigan.gov web site. Click on "View My Case" then "Check My Benefits."
 - If the support is voluntary, provide copies of the checks. If it is cash, have the absent parent write a letter saying how much and how often they have been paying and what is expected to continue.
 - If the support is court ordered from another state, get records from the agency involved showing the amounts received. We prefer the last 3 months to get a good average, but we can work with the last 30 days. Most states have the information online.

- **State Disability** - If you do not have your current statement of benefit, login into the www.mibridges.michigan.gov web site. Click on "View My Case" then "Check My Benefits."
- **Pension** – Provide a statement that indicates the gross amount or your bank statement showing the deposit.
- **Unemployment Income** - Provide the benefit letter from the state. If you have misplaced this letter, go online to the UIA Claim Portal at cwam.unemployment.state.mi.us to print a new one.
- **Veterans Benefits** - Provide the benefit letter for the current year. If you have misplaced it, call the regional office at 1-800-827-1000.
- **Self Employment Income** – Complete the self-employment verification form which we will provide.
- **Rental income** – Provide a copy of your tenant’s lease. If there is no lease, provide copies of the payment checks. If rent is paid with cash, provide a letter from your lessee stating the monthly amount paid for rent and how long the arrangement is expected to continue.
- **Other Income not listed here** – Sometimes a bank statement will suffice but talk with the case manager to determine what is needed.